



# **Homeownership System Guide**

*June 11, 2020*

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## Getting Started

Loans can be locked:

- Monday – Thursday from 10 a.m. to 8 p.m.
- Friday from 10:00 a.m. until 5:00 p.m.

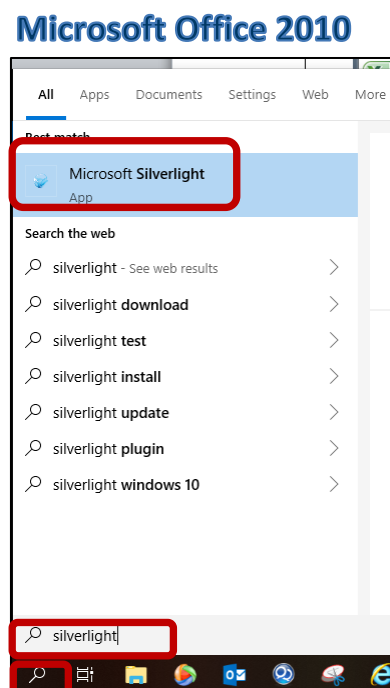
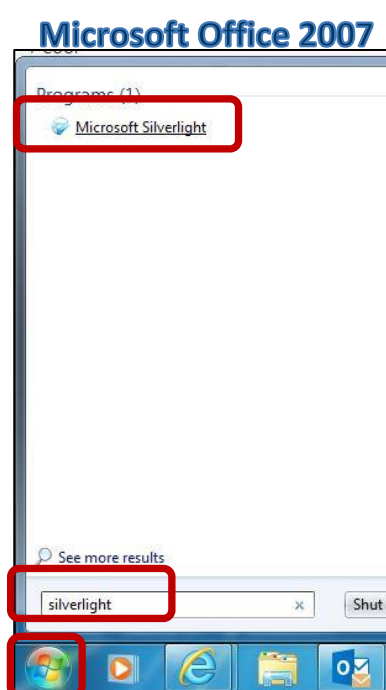
Loans cannot be locked:

- From 8:00 p.m. Monday – Thursday until rates are posted by 10:00 a.m. the following business day
- From 5:00 p.m. Friday until rates are posted by 10:00 a.m. the following business day
- From 5:00 p.m. on the weekday prior to an Agency holiday until rates are posted by 10:00 a.m. the following business day

## Silverlight

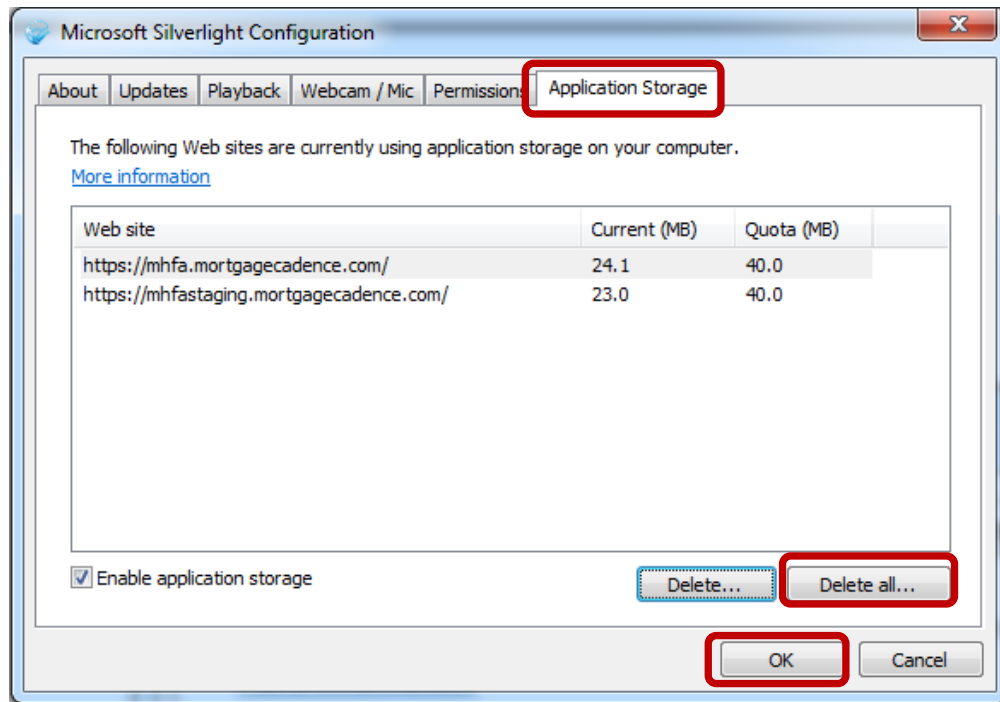
Silverlight is a “plug-in” for Internet Explorer and is required to use the Loan Commitment System. A best practice is to clear your Silverlight cache once a day before registering your loan in the Commitment System. Use the following steps to complete this process:

1. Click on the Start menu of your Windows Desktop and use the search function to locate the Silverlight program (shown in both screenshots):

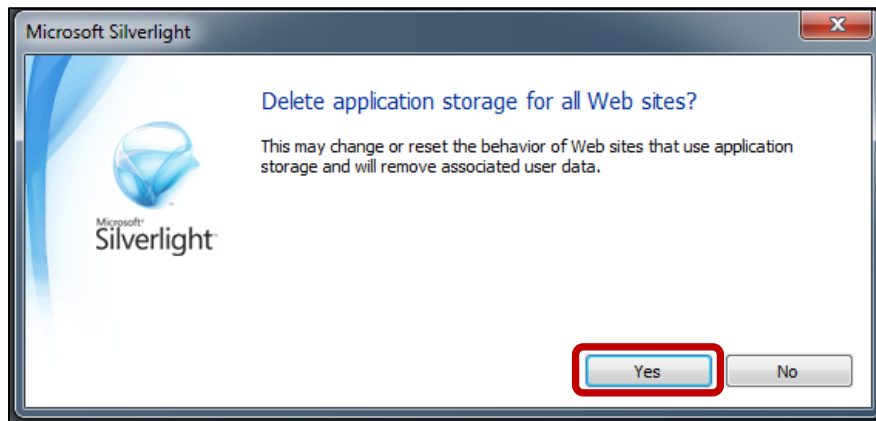


2. The Microsoft Silverlight Configuration Window will appear. Click on **Application Storage** tab.

- Click on Delete all then click **OK**.



- A confirmation box will appear, asking if you would like to remove storage for all Web sites. Click **Yes**.



- Launch the [Minnesota Housing Loan Commitment System](#).

6. Click **Yes** for “Do you want to increase available storage?”.

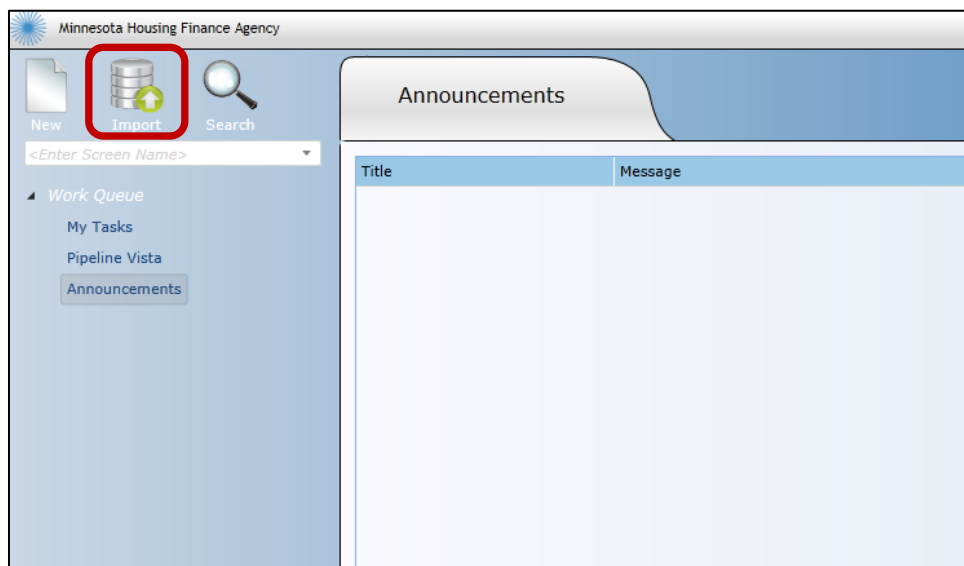


## Uploading a Fannie Mae 1003

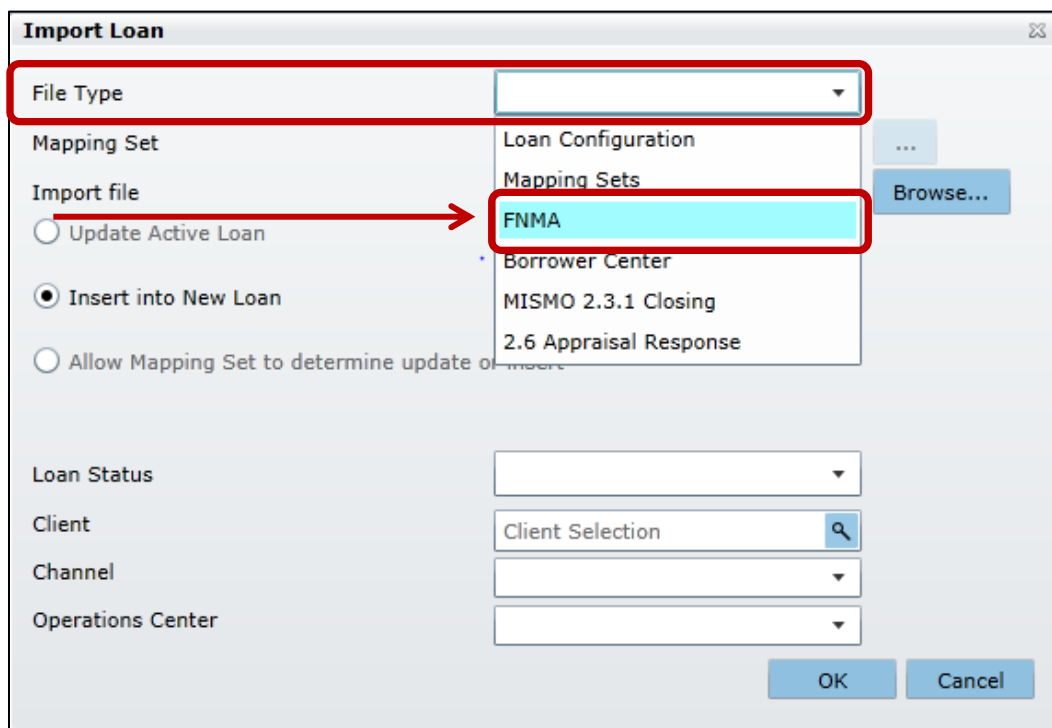
You have two ways to enter a loan in the Commitment System. Uploading the 1003 will populate most fields in the Commitment System, but you should review the fields before locking to make sure the information uploaded correctly.

**Note:** The Commitment System only works in Internet Explorer

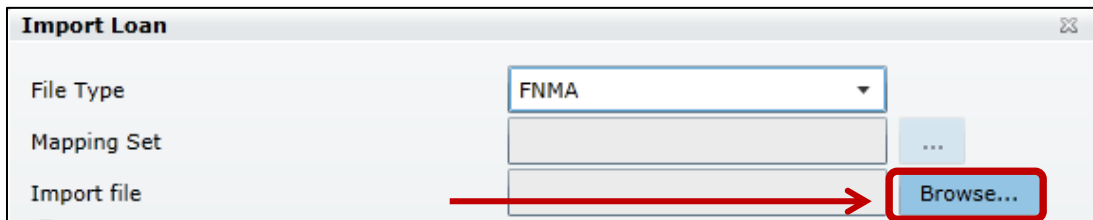
1. Click on the **Import** icon.



2. The Import Loan pop up window will appear. Click the **File Type** drop down and select **FNMA**.

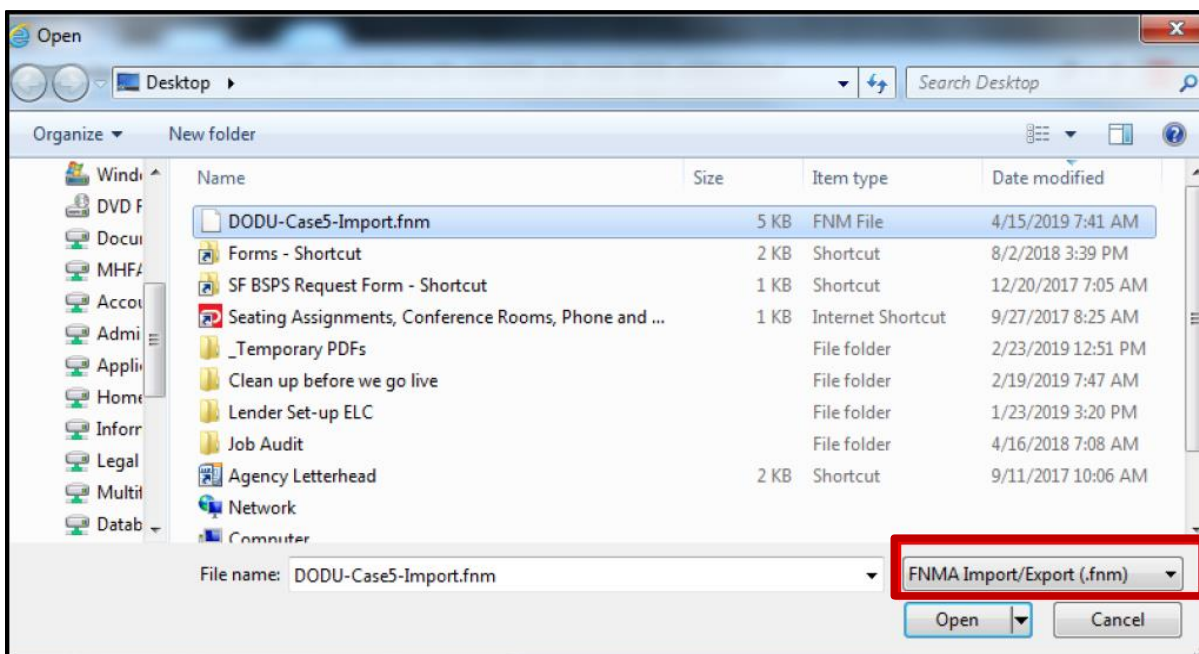


3. Click **Browse**.



4. Locate the 1003 you want to import.

**Note:** Keep the file type as FNMA Import/Export (.fnm). The system **only** accepts .fnm extensions.



5. Click **Open**.

- **Complete the remaining fields:**
  - Loan Status (**Select *Registered***)
  - Client/Lender (**Select your company**)
  - Channel (**will automatically be selected based on your company**)
  - Operations Center (Select ***Correspondent Ops Center***)

6. Click **OK**.

See Example of filled-in Import Loan Screen below:

The screenshot shows the 'Import Loan' dialog box. The 'File Type' is set to 'FNMA'. The 'Mapping Set' is empty. The 'Import file' is 'DODU-Case5-Import.fnm'. Under 'Insert into New Loan', 'System generated loan number' is selected. The 'Loan Status' is 'Registered'. The 'Client' is 'Academy Mortgage Corporation'. The 'Channel' is 'Homeownership'. The 'Operations Center' is 'Correspondent Ops Center'. The 'OK' button is highlighted with a red rectangle, and two red arrows point to it from the right.

7. After clicking OK the system will import the file.

The screenshot shows the 'Import Loan' dialog box with a progress dialog overlaid. The progress dialog has a blue circular progress indicator and the text 'Importing File 1/1, please wait'. The background dialog is dimmed, showing the same settings as the previous screenshot.



8. After the 1003 has been successfully uploaded you will be brought to the **Loan Summary – Homeownership Screen**. You will now have a Minnesota Housing Loan number to reference.

The screenshot shows the 'Loan Summary - Homeownership' interface. The top header bar displays 'Alice Firstimer' and the loan number '4000005472 | Registered | New', which is highlighted by a red box. A red arrow points from the instruction text above to this box. The left sidebar contains a 'Work Queue' menu with options like 'My Tasks', 'Pipeline Vista', 'Announcements', and 'Loan Entry (Homeownership Change)'. The main content area is titled 'Firstimer, Alice' and 'Add Application'. It contains several sections: 'Loan Information' with fields for Program, Loan Amount (\$57,900.00), Term (360 months), P&I (302.03), Lock Expiration Date, FHA Case Number, and Cancel Loan; 'Down Payment & Closing Cost Loan Information' with fields for Down Payment & Closing Cost Loan Amount, Product, and Rate Type. The 'Product' field is set to 'Products and Pricing'.

9. Complete the application by clicking on the **ellipsis (...)**. This launches the Product and Pricing Wizard.

This screenshot shows the same 'Loan Summary - Homeownership' interface. The top header bar now displays the loan number '4000005408 | Registered | New'. In the 'Loan Information' section, the 'Product' field is set to 'Products and Pricing'. A red box highlights the ellipsis (...) button next to this field, with a red arrow pointing to it from the instruction text above. The 'Purpose Type' is set to 'Purchase'. The 'Loan Amount' remains \$57,900.00, and the 'Term' is 360 months. The 'P&I' is 302.03. The 'Lock Expiration Date' is set to 19. The 'FHA Case Number' and 'Grant Amount' fields are empty. The 'Cancel Loan' checkbox is unchecked, and the 'Loan Cancellation Reason' dropdown is empty. The 'Down Payment & Closing Cost Loan Information' section is also visible at the bottom.

10. Start by selecting the **Loan Officer's name** from the drop down. Then go through each section by using the **Next** button to complete the following sections: **Borrower Information, Demographic, and Property & Loan Information.** (If you're unable to see the **Back** and **Next** buttons please adjust your "zoom" on Internet Explorer. This may be necessary if you're using a laptop.)

**Products And Pricing Wizard**

**Client Selection**

Wizard Navigation

- Client Selection
- Borrower Information - Homeowners
- Demographic Information
- Property & Loan Information - Home
- Product Validation
- Pricing
- Rate Lock
- Product Selection

Client / Branch Selection

Client / Branch\* American Mortgage & Equity Consultant Channel\* Homeownership Op Center\* Correspondent Ops Center

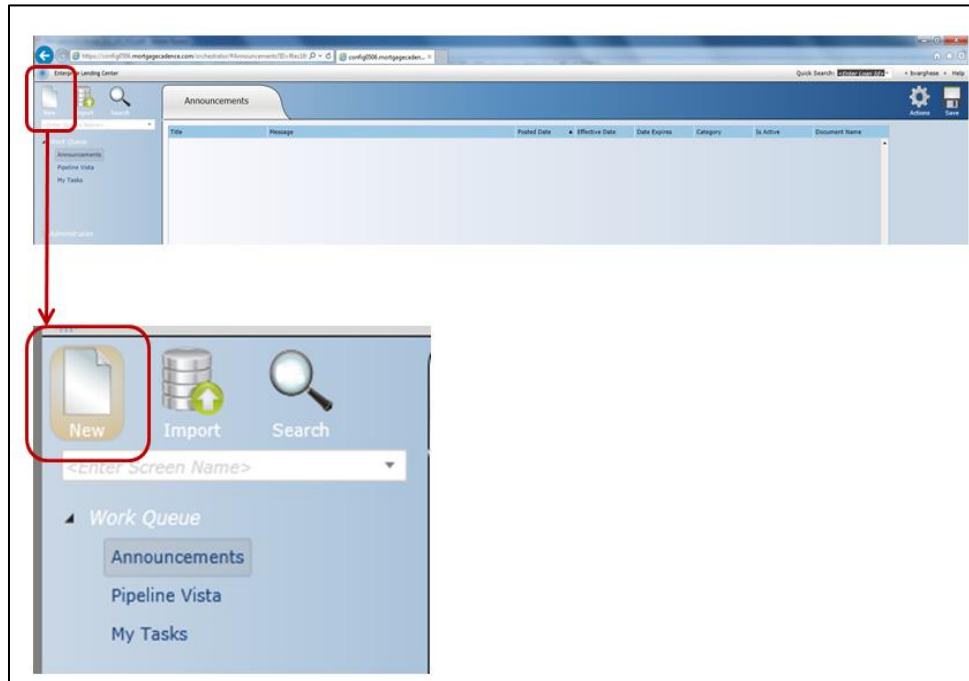
Loan Officer Lender Loan Number

Back Next Save and Exit Cancel

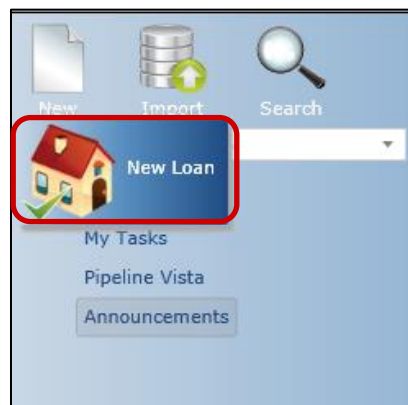
## New Loan Setup (Manual Loan Entry)

**Note:** Follow these steps if you prefer to enter all fields into Minnesota Housing’s Loan Commitment System manually (not using the 1003 upload).

1. Click on the **New** icon in the upper left corner.



2. Click on the **New Loan** icon.



3. The **Products and Pricing Wizard (...)** will open. **Client Selection** is the first screen in the Wizard.

Be sure the fields are complete:

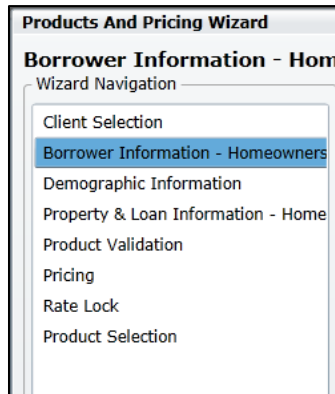
- Channel - Select **Home Ownership**
- Op Center - Select **Correspondent Ops Center**
- Select the Loan Officer from the drop down list.
  - If the **Loan Officer** is not listed in the drop down box, contact your Web Administrator
- Lender Loan Number is an optional field

The screenshot shows the 'Client Selection' screen of the 'Products and Pricing Wizard'. On the left is a 'Wizard Navigation' pane with links to 'Client Selection', 'Product Selection', 'Product Validation', '1st Mortgage Pricing Screen', and 'Rate Lock'. The main area is titled 'Client / Branch Selection' and contains several input fields: 'Client / Branch\*' (with a search icon), 'Channel\*' (a dropdown menu), 'Op Center\*' (a dropdown menu), 'Loan Officer' (a dropdown menu), and 'Lender Loan Number' (a text input field). At the bottom right, there are four buttons: 'Back', 'Next', 'Save and Exit', and 'Cancel'. The 'Next' button is highlighted with a red box.

- Go through each section by using the Next button to complete the following sections:  
**Borrower Information, Demographic, and Property & Loan Information.**

This screenshot is similar to the previous one, showing the 'Client Selection' screen. In this version, the 'Client Selection' link in the 'Wizard Navigation' pane is highlighted with a red box. A red arrow originates from this box and points to the 'Next' button at the bottom right of the screen, which is also highlighted with a red box.

## Borrower Information




1. Complete the fields on the screen. You must use the scroll bar to scroll down to enter the household size, income and ratios.

- Required fields in this section are:
  - Borrower First Name
  - Borrower Last Name
  - Borrower SSN
  - Marital Status
  - First Time Home Buyer status
  - Will Occupy Subject Property
  - Date of Birth
  - Credit Score
  - Calculated Annual Minnesota Housing Eligibility Income (for Start Up Loans, we recommend using the [Program Eligibility Income Worksheet](#); linked in the field title)
  - Monthly Qualifying (1003) Income
  - Household Size
  - Housing Ratio & DTI
  - AUS

**Tip:** When entering dates on the screen, use the **right arrow** or **/** on your keyboard to avoid using the mouse.

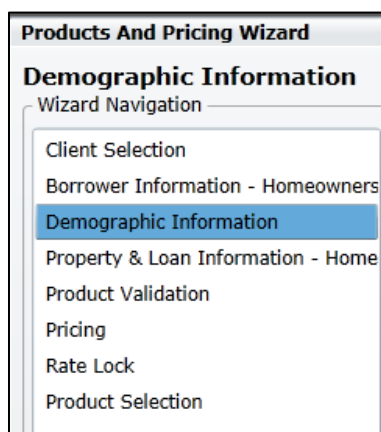
2. If there is a cosigner for the loan, place a check in the checkbox and continue. If checked this will populate an additional field in the menu.

Check this box if there are more than two borrowers. Add an application for those additional borrowers from the loan summary screen. ☐

Are There Cosigners For This Loan? ☐ 

If using this system to generate Mortgage documents: click here to enter additional interested parties. ☐

## Demographic Information



1. **Demographic Information** is the next screen. All fields in this screen are required (Ethnicity, Sex & Race).
  - This screen requires scrolling up/down, as well as left/right to navigate.
  - Once all fields are completed, select **Next** to move to the next screen.

The screenshot displays the 'Demographic Information' screen. It features a left-hand navigation pane with the same steps as the previous image. The main content area is titled 'Demographic Information of the Borrower' and includes sections for 'Ethnicity' and 'Race'. The 'Ethnicity' section has checkboxes for 'Hispanic or Latino', 'Mexican', 'Puerto Rican', 'Cuban', and 'Other Hispanic or Latino - Print origin:'. The 'Race' section has checkboxes for 'American Indian or Alaska Native - Print name of enrolled', 'Asian', 'Black or African American', 'Native Hawaiian or Other Pacific Islander', and 'White'. Below these are sections for 'Sex' (Female, Male) and 'Demographic Information of the Co-Borrower'. At the bottom right, there are four buttons: '< Back', 'Next >' (highlighted with a red box), 'Save and Exit', and 'Cancel'.

- If the cosigner box was selected on the Borrower Information screen, the Next button will take you to the cosigner screen.
- If there is no cosigner, the Next button will take you to the **Property & Loan Information** screen.

2. Enter the **Cosigner** information, if applicable.

**Products And Pricing Wizard**

**Cosigner**

Wizard Navigation  
Client Selection  
Borrower Information - Homeowners  
Demographic Information  
**Cosigner**  
Property & Loan Information - Home  
Product Validation  
Pricing  
Rate Lock  
Product Selection

**Cosigners**

**Do not enter Borrowers or those who will sign the Mortgage document.**  
**Cosigners must sign the Note only. They are responsible for making loan payments but they are not on the property title.**

**First Cosigner**

Cosigner First Name  Cosigner Middle Name  Cosigner Last Name   
Cosigner Suffix   
Cosigner Street Address   
Cosigner City  Cosigner State  Cosigner Zip Code   
Cosigner Credit Score

**Second Cosigner**

Cosigner First Name  Cosigner Middle Name  Cosigner Last Name   
Cosigner Suffix   
Cosigner Street Address   
Cosigner City  Cosigner State  Cosigner Zip Code   
Cosigner Credit Score

Back Next Save and Exit Cancel

3. Select **Next** to navigate to the next screen: **Property & Loan Information – Homeownership**.



## Property & Loan Information – Homeownership

**Property & Loan Information**

Wizard Navigation

- Client Selection
- Borrower Information - Homeowners
- Demographic Information
- Property & Loan Information - Home**
- Product Validation
- Pricing
- Rate Lock
- Product Selection

1. Fill in all applicable fields. Required fields under **Property & Loan Information** are:

- Property Street
- Property City
- Zip Code
- County
- State
- Property Type
- Number of Units
- Acquisition Cost (purchase price)
- Property Value
- Year Built
- Construction type
- Estate Will be Held in

**Products And Pricing Wizard**

**Property & Loan Information - Homeownership**

Wizard Navigation

- Client Selection
- Borrower Information - Homeowners
- Demographic Information
- Property & Loan Information - Home**
- Product Validation
- Pricing
- Rate Lock
- Product Selection

Property Street: 123 Main Street

Property City: Forest Lake Zip Code: 55025 County: WASHINGTON State: MN

Census Tract: Target/Non Target: Property Identification Number (PID):

Property Type: Single Family Detached Units: 1 Year Built: 2000 Construction Type: Existing

Purchase Price: 200,000.00 Additional Acquisition Costs: Total Acquisition Costs: 200,000.00

Property Value: 200,000.00 Estate Will Be Held In: Fee Simple

Legal Description:

Please **note**:

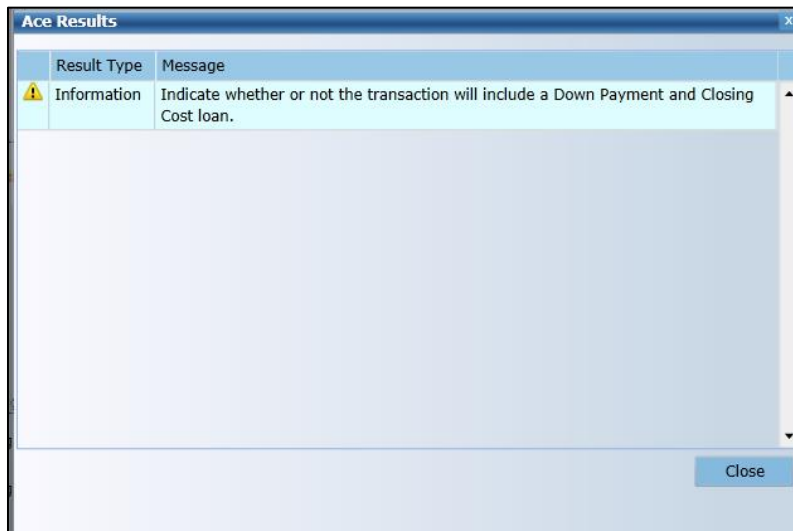
- Legal description cannot exceed 75 characters
- Property City - narrow the search by typing in the first letters of the city.
- If doing a Step Up Refinance, the purchase price field must be left blank.

2. Required Fields under **Loan Information** are:

- Loan Amount
- Purpose Type
- Minnesota Housing UPMI Option (typically the answer is No)
- FHA Case Number (if FHA) – if you do not yet have this, enter 0
- Grant Amount (For Freddie Mac loans only; do not enter second mortgage funds in this section)
- Program (Select Start Up or Step Up)
- Mortgage Type (Conventional, FHA, VA, USDA/Rural Housing Service)

Loan Information			
Loan Amount	<input type="text" value="190,000.00"/>	Term (Months)	<input type="text" value="360"/>
Purpose Type	<input type="text" value="Purchase"/>	Minnesota Housing Upfront Paid Mortgage Insurance (UPMI) Option?	<input type="radio"/> Yes <input checked="" type="radio"/> No
PMI Company	<input type="text" value="Mortgage Guaranty Corp"/>	FHA Case Number	<input type="text"/>
Program	<input type="text" value="Start Up"/>	Mortgage Type	<input type="text" value="Conventional"/>
		Grant Amount	<input type="text"/>

- After filling in the loan information fields, a pop-up box will appear reminding you to indicate whether or not the transaction will include a Downpayment and Closing Cost Loan.



- Under the Downpayment and Closing Cost Loan Information section, select either **Yes** or **No**. If you select **Yes**, **complete the remaining fields**.

**Note:** DPA should be increments of \$100.00.

Down Payment & Closing Cost Loan Information

Down Payment & Closing Cost Loan Indicator: ☒ Yes ☐ No

Down Payment & Closing Cost Loan Product: Monthly Payment Loan

Down Payment & Closing Cost Loan Rate Type: Fixed

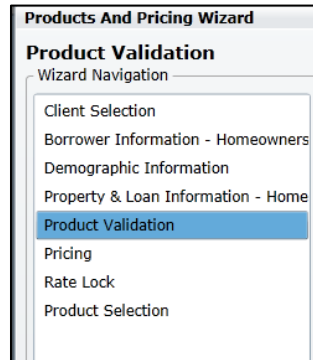
Down Payment & Closing Cost Loan Amount: 15,000.00

Down Payment & Closing Cost Loan Term: 120

Navigation buttons: Back, Next, Save and Exit, Cancel

3. Navigate to the **Product Validation** screen by clicking **Next**.

## Product Validation



1. Under **Lock Periods**, select 60.

The screenshot shows the 'Product Validation' step of the wizard. It features a 'Wizard Navigation' pane on the left and a main content area. The main area is divided into sections: 'Eligibility Criteria' (with a sub-section 'Mortgage Types' containing checkboxes for Conventional, FHA, VA, USDA/Rural Housing Service, and Portfolio), 'Terms' (with checkboxes for 5 Year, 10 Year, 15 Year, 20 Year, 25 Year, and 30 Year), 'Lock Periods' (with checkboxes for 15, 30, 45, 60, 90, 120, and 180), and 'Rate Types' (with checkboxes for Fixed and ARM). The 'Lock Periods' section is highlighted with a red rectangle, and the '60' option is selected with a checkmark.

2. Click on the **Run Eligibility** button in the center of the screen.

The screenshot shows the 'Run Eligibility' button, which is highlighted with a red rectangle. Below the button, the 'Eligibility Results' section is visible, showing '3/3' results. The results are categorized into 'Valid Products (0/3)', 'Conditionally Valid Products (0/3)', and 'Invalid Products (0/3)'. The 'Run Eligibility' button is also highlighted with a red rectangle. The 'Waive Escrows' checkbox is checked, and the 'Balloon' dropdown menu is set to 'Balloon'. The 'Sorting' options are PITI, Rate, APR, Fees, and Cash to Close.

3. A list of valid products will appear under **Eligibility Results**.

Run Eligibility Cancel

Eligibility Results 3/3 \* Taxes and insurance not included on second lien loans.

Only Show Selected Sorting: PITI Rate APR Fees Cash to Close

Valid Products (3/3)	Rate	APR	Price	PITI*	Fees	Cash To Close	Select	View Pricing
<input type="checkbox"/> Fannie HFA Preferred	4.375%	4.3763%	101.5	\$474.41	\$170.85	\$5,000.00	Select	View Pricing
<input type="checkbox"/> Fannie HFA Preferred Risk Sharing	4.875%	4.8764%	103.5	\$502.85	\$190.35	\$5,000.00	Select	View Pricing
<input type="checkbox"/> Freddie HFA Advantage	4.375%	4.3763%	101.5	\$474.41	\$170.85	\$5,000.00	Select	View Pricing

Conditionally Valid Products (0/3)

Invalid Products (0/3)

4. Click the **Select** button on the right side of the screen next to the desired product. The Select button will turn light blue once selected.

**Note:** If the validation fails, errors will be listed under the **Invalid Products**. Click the down arrow under the product you are using to view a list of errors. Navigate back to the appropriate screens and correct the error(s). Return to Product Validation and click the Run Eligibility button again. Repeat, if necessary, until all errors are cleared.

Products And Pricing Wizard

Product Validation

Wizard Navigation

- Client Selection
- Borrower Information - Homeowners
- Demographic Information
- Property & Loan Information - Home
- Product Validation**
- Pricing
- Rate Lock
- Product Selection

Eligibility Criteria

Run Eligibility Cancel

Eligibility Results 3/3 \* Taxes and insurance not included on second lien loans.

Only Show Selected Sorting: PITI Rate APR Fees Cash to Close

Valid Products (0/3)

Conditionally Valid Products (0/3)

Invalid Products (3/3)

- ☐ Fannie HFA Preferred
  - Guideline grid evaluation failed: Maximum Acquisition Cost exceeded (1116)
  - Guideline grid evaluation failed: The maximum DTI has been exceeded based on the calculated LTV, entered Credit Score and the selected UW system.
  - Guideline grid evaluation failed: 0013-00: The Loan Amount does not appear to be within a reasonable minimum / maximum range.
  - Guideline grid evaluation failed: The LTV cannot exceed 97% if the mortgage type is conventional
  - Guideline grid evaluation failed: The total household income exceeds the limit for a Start Up loan.
  - Guideline grid evaluation failed: The Equifax score must be between 300 and 850
  - Guideline grid evaluation failed: The Experian score must be between 300 and 850
  - Guideline grid evaluation failed: The Property Value cannot exceed 125% of the acquisition cost limit for the county.
- ☐ Fannie HFA Preferred Risk Sharing
- ☐ Freddie HFA Advantage

Back Next Save and Exit Cancel

5. Select **Next** to navigate to the next screen.

## Pricing Screen

1. Click on the desired **SRP** (under Lock Period, as highlighted below) next to the Interest Rate. A yellow box will appear around the SRP once selected. Click Next to navigate to the next screen.
  - **Note:** If you're not ready to lock your loan you can click **Save and Exit** to register your loan.

APOR Int Rate Set Date: 9/10/2019 7:40 AM 17 ⓘ

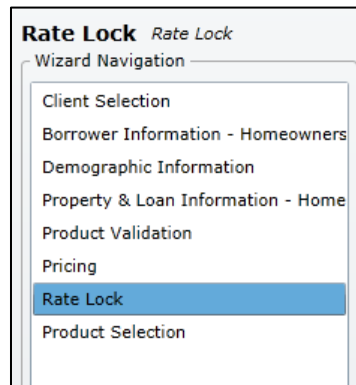
Pricing Date: 9/17/2019 9:26 AM 17 ⓘ Refresh Pricing

Pricing Details

Interest Rate	Lock Period
17.000	60 Days
18.000	101.5
	102.5

Back Next Save and Exit Cancel

## Rate Lock

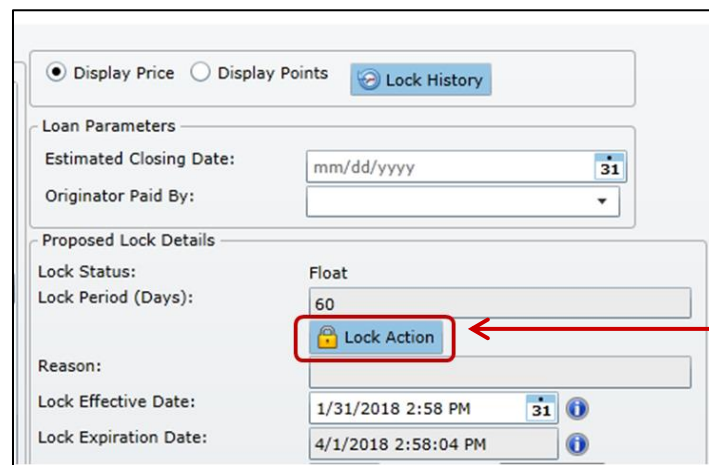


**Rate Lock** *Rate Lock*

Wizard Navigation

- Client Selection
- Borrower Information - Homeowners
- Demographic Information
- Property & Loan Information - Home
- Product Validation
- Pricing
- Rate Lock**
- Product Selection

1. To lock the interest rate, click the **Lock Action** button.



☒ Display Price ☐ Display Points

Loan Parameters

Estimated Closing Date: mm/dd/yyyy 31

Originator Paid By: [dropdown]

Proposed Lock Details

Lock Status: Float

Lock Period (Days): 60

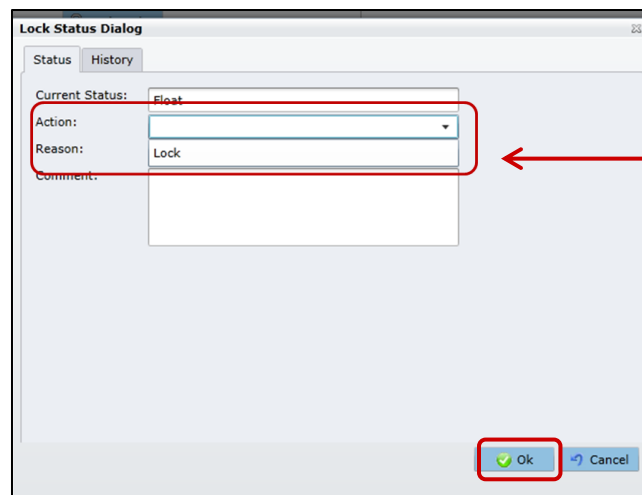
**Lock Action**

Reason:

Lock Effective Date: 1/31/2018 2:58 PM 31

Lock Expiration Date: 4/1/2018 2:58:04 PM

2. The Lock Status Dialog will appear. Select **Lock** from the drop down next to **Action** and click **Ok**.



**Lock Status Dialog**

Status History

Current Status: Float

Action: [dropdown]

Reason: Lock

Comment:

**Note:** The **Lock Status** has now changed to **Locked**.

**Products And Pricing Wizard**

**Rate Lock** *Rate Lock*

Wizard Navigation

- Client Selection
- Borrower Information - Homeowners
- Demographic Information
- Property & Loan Information - Home
- Product Validation
- Pricing
- Rate Lock**
- Product Selection

☒ Display Price ☐ Display Points

**Loan Parameters**

Estimated Closing Date: mm/dd/yyyy 18

Originator Paid By:

**Current Lock Details**

Lock Status: **Locked**

Lock Period (Days): 60

Reason:

Lock Effective Date: 12/10/2018 1:45 PM 18

Lock Expiration Date: 2/8/2019 1:45:56 PM

Total Days Extended: 0 Add Days: 0

Pricing Date: 12/10/2018 1:45:53 PM

Pricing Sheet Name: Startup Conv No DPA

Comments:

3. Click on **Save and Exit** to leave the wizard.

**Products And Pricing Wizard**

**Rate Lock** *Rate Lock*

Wizard Navigation

- Client Selection
- Borrower Information - Homeowners
- Demographic Information
- Property & Loan Information - Home
- Product Validation
- Pricing
- Rate Lock**
- Product Selection

☒ Display Price ☐ Display Points

**Loan Parameters**

Estimated Closing Date: mm/dd/yyyy 31

Originator Paid By:

**Current Lock Details**

Lock Status: Locked

Lock Period (Days): 60

Reason:

Lock Effective Date: 7/31/2019 10:19 AM 31

Lock Expiration Date: 9/30/2019 10:19:53 AM

Total Days Extended: 0 Add Days: 0

Pricing Date: 7/31/2019 10:19:53 AM

Pricing Sheet Name: Startup Conv Risk Sharing with Monthly

Comments:

	Interest Rate	Margin	Price
Base:	5.500 %	0.000 %	101.500
System Adjustments (1)	0.000 %	0.000 %	0.000
Manual Adjustments (0)	0.000 %	0.000 %	0.000
Total Adjustments:	0.000 %	0.000 %	0.000
Net:	5.500 %	0.000 %	101.500
APR:	5.4986 %		

**Proposed Lock Details**

Lock Status:

Lock Period (Days): 0

Reason:

Lock Effective Date: mm/dd/yyyy 31

Lock Expiration Date:

Total Days Extended: 0 Add Days: 0

Pricing Date:

Pricing Sheet Name:

Comments:

	Interest Rate	Margin	Price
Base:	0.000 %	0.000 %	0.000
System Adjustments (0)	0.000 %	0.000 %	0.000
Manual Adjustments (0)	0.000 %	0.000 %	0.000
Total Adjustments:	0.000 %	0.000 %	0.000
Net:	0.000 %	0.000 %	0.000



When exiting the wizard, the landing page will be the **Loan Summary** screen. At the top of the screen under the borrower's name, note the Minnesota Housing loan number, loan status (Registered), and lock status (Locked).

Loan Summary - Homeownership

**Lisa Simpson**  
4000005344 | Registered | Locked

Simpson, Lisa Add Application

Loan Information

Program	Start Up	Product	Fannie HFA Preferred	Purpose Type	Purchase
Loan Amount	190,000.00	Term (Months)	360	Interest Rate	4.8750%
P&I	1,005.50	PMI Company	Essent Guaranty, Inc. - Essent	Minnesota Housing Upfront Paid Mortgage Insurance (UPMI) Option?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Lock Expiration Date	9/16/2019	SRP Percentage Selected	2.5000%		
FHA Case Number		Grant Amount	4,000.00		
Cancel Loan	<input type="checkbox"/>	Loan Cancellation Reason			
Change Pricing	<input type="checkbox"/>				

## Mortgagors

Complete this step before printing documents. This ensures the Borrower/Mortgagors are listed on the first page of the downpayment and closing cost (second) mortgage. Enter both the borrower(s)' name(s) and vesting information on this screen.

1. Navigate to the Mortgagors screen by using the menu on the left side of the screen.

2. Enter the borrower's name and vesting information in the Mortgagor box as shown below.

**NOTE:** Only enter names in the “**Additional Mortgagor Names**” section if you have individuals who will sign the mortgage and need to be listed on the signature block of the mortgage.

## Dates

**Note:** Entering information into the Dates screen ensures that the closing date, first payment, and maturity date are reflected on the mortgage.

1. Navigate to the **Dates** screen by using the menu on the left side of the screen.

The screenshot shows the 'Loan Summary - Homeownership' interface. On the left, the 'Work Queue' menu is visible, with 'Dates' highlighted under the 'Loan Entry (Homeownership Channel)' section. The main area displays loan information for 'Homer Simpson & Marge Simpson'. Key fields include: Program (Start Up), Loan Amount (170,000.00), Term (360), Interest Rate (4.6250%), and various closing and payment options. A red box and arrow point to the 'Dates' menu item.

2. Enter the **Closing date**. The First payment date and Maturity date will adjust based on the date entered. **Note:** Interest Credit Closings are allowed, but be sure the first payment date is adjusted so the maturity date populates correctly.

The screenshot shows the 'Dates' screen. The left sidebar menu has 'Dates' highlighted with a red box. The main content area displays a list of dates to be entered. The 'Close Date' and 'First Payment Date' fields are highlighted with red boxes. The dates are as follows:

Date Field	Value
Loan Creation Date	8/9/2019
Lock Date	mm/dd/yyyy
Lock Expiration Date	mm/dd/yyyy
Lock Extended Date	mm/dd/yyyy
Close Date	mm/dd/yyyy
Rescission Date	mm/dd/yyyy
First Payment Date	12/1/2019
Maturity Date	mm/dd/yyyy
True & Certify Date	mm/dd/yyyy
Cancel Date	mm/dd/yyyy
US Bank Purchase Date	mm/dd/yyyy
Purchase Correction Date	mm/dd/yyyy
Pre-Close Review Complete	mm/dd/yyyy
Improvements Validated	mm/dd/yyyy
Buyout Date	mm/dd/yyyy
Pre-Close Home Inspection Date	mm/dd/yyyy

3. Click **Save** in the upper right corner.

The screenshot displays the 'Dates' tab in the Minnesota Housing Homeownership System. The interface includes a top navigation bar with 'New', 'Import', and 'Search' buttons. The user is identified as 'Lisa Simpson' with ID '4000005344' and status 'Registered | Locked'. The left sidebar lists various navigation options, including 'Work Queue', 'My Tasks', 'Pipeline Vista', 'Announcements', and 'Loan Entry (Homeownership Chain)'. The main content area shows a list of dates for a loan application, with fields for dates and a dropdown menu for the month. A red box highlights the 'Save' button in the top right corner, and a red arrow points to it.

Dates	
Loan Creation Date	7/17/2019
Lock Date	7/17/2019
Lock Expiration Date	9/16/2019
Lock Extended Date	mm/dd/yyyy
Close Date	8/2/2019
Rescission Date	mm/dd/yyyy
First Payment Date	10/1/2019
Maturity Date	8/1/2049
True & Certify Date	mm/dd/yyyy
Cancel Date	mm/dd/yyyy
US Bank Purchase Date	mm/dd/yyyy
Purchase Correction Date	mm/dd/yyyy
<b>Rehabilitation/Emergency</b>	
Pre-Close Review Complete	mm/dd/yyyy
Improvements Validated	mm/dd/yyyy
<b>Quick Start</b>	
Buyout Date	mm/dd/yyyy
Pre-Close Home Inspection Date	mm/dd/yyyy



## Order Documents

The Order Documents action enables you to order document packages and forms for a loan.

1. In the Actions menu in the upper right corner, select **Order Documents**.

The screenshot displays the 'Loan Summary - Homeownership' interface for Homer Simpson & Marge Simpson. The top right corner features an 'Actions' menu (gear icon) and a 'Save' button. The 'Order Documents' option is located in the bottom right corner of the interface, highlighted with a red box and an arrow. The main area contains various loan details and forms, including fields for Program, Loan Amount, Term, Interest Rate, and Borrower Information.

2. The Order Documents dialog displays, as shown below. Click **New**.

The screenshot shows the 'Order Documents' dialog. At the top, there is a toolbar with buttons: 'New', 'eDelivery', 'eClosing', 'Distribute', 'Create UCD', 'Print & Ship', and 'Refresh'. The 'New' button is highlighted with a red box. Below the toolbar is a table with columns: Job Id, Package Name, Comment, Date Submitted, Date Generated, Generated By, eDelivery, eClosing, Distributed, Contains CD, and Print & Ship.

- The New Document Job Wizard dialog box will appear. Leave Internal document type selected and click **Next**.

**New Document Job Wizard**

**Document Job Options**

Options:

Comment: (optional)

Document Type:

- ☒ Internal
- ☐ Document Center

Options:

- ☐ Internal Distribution

Back Next Cancel

- A dialog box with a list of available documents will appear on the screen. Select the documents you wish to generate and click **Finish**.

**New Document Job Wizard**

**Select Documents or Packages for this Job**

Available Packages (5)

Name	Attachment Category
<input checked="" type="checkbox"/> FHA Award Letter	Document
<input checked="" type="checkbox"/> FHA DPA Commitment Form	Document
<input checked="" type="checkbox"/> Testing New formulas	Document
<input checked="" type="checkbox"/> US Bank Appraisal Delivery Certification	Document
<input checked="" type="checkbox"/> US Bank Borrower Authorization	Document

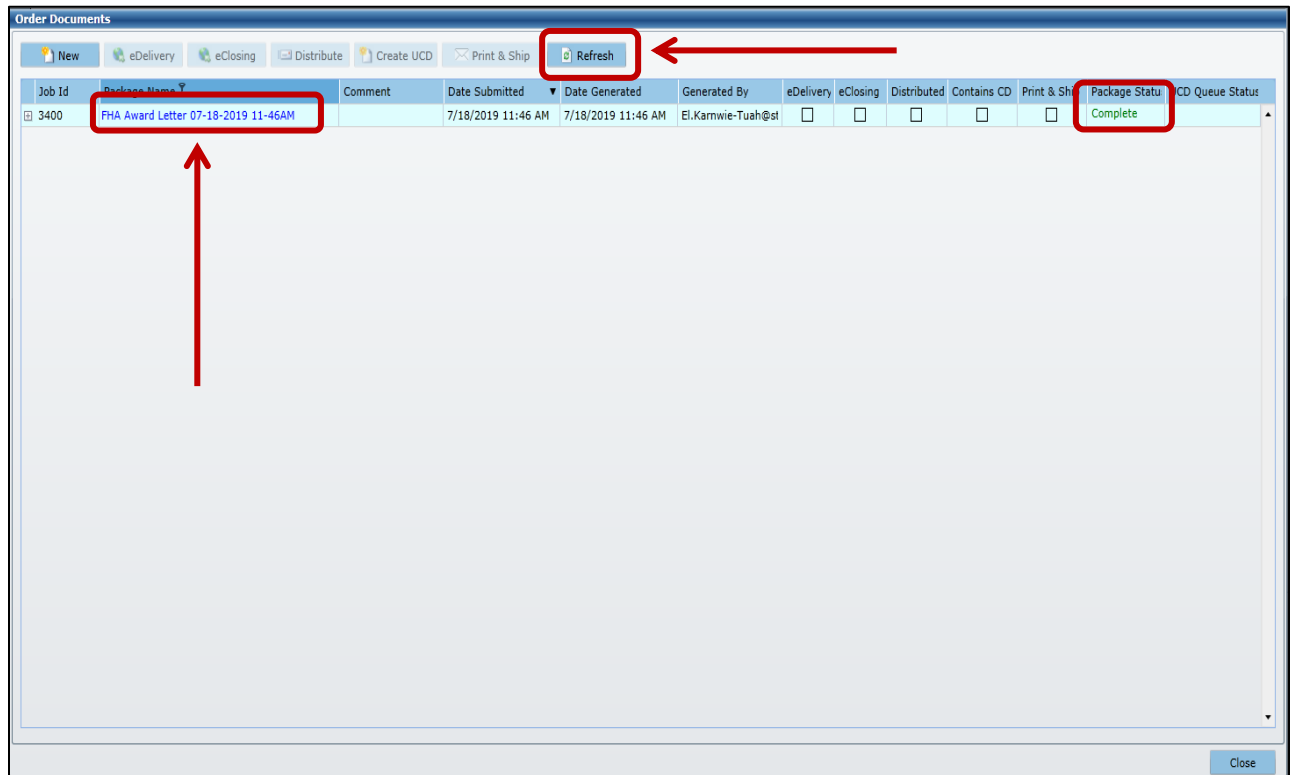
Unavailable Packages (40)

<input type="checkbox"/> Appliance Form	Failed Rule 'Program = Start Up FHA or New Construction'
<input type="checkbox"/> Borrower Affidavit	Failed Rule 'Program = Start Up'
<input type="checkbox"/> Certification of Rents	Failed Rule 'Channel = Quick Start'
<input type="checkbox"/> Commitment Notification	Failed Rule 'Program = Rehab Emerg QS'
<input type="checkbox"/> Commitment Notification (CFUF)	Failed Rule 'Program = Community Fix Up'

Back Finish Cancel

- After clicking Finish, the **Order Documents** dialog box will appear as shown below. Click the **Refresh** button until the document package appears and package status states “Complete.” Then click the **blue title** to open or print the documents.

**Note:** If any updates are made in the Commitment System (ex: change product, increase down payment, etc.), you will need to generate new documents, following this same process listed above, in order to see the changes in your documents.



## Updating or Changing Pricing on a Locked Loan

This section describes how to change loan pricing when a loan is in a locked status. Some examples of changes that would require a loan to be re-priced:

- Program changes
- Downpayment and Closing Cost Loan Changes
- Mortgage Product Changes
- Property Type Changes
- Estate change ( Community Land Trust, Fee Simple)
- **Qualifying Income (Fannie Mae & Freddie Mac)**

1. Open the loan. (It will always open to the **Loan Summary** screen.)
2. Check the **Change Pricing** box.
3. Click **Save Loan** (Lock Status will switch from Locked to New).

Loan Summary - Homeownership

Raspberry Beret & CBRaspberry CBBeret  
4000004818 | Registered **Locked**

Actions **Save**

Beret, Raspberry | CBBeret, CBRaspberry Add Application

Loan Information

Program: Start Up Product: Fannie HFA Preferred Purpose Type: Purchase

Loan Amount: 210,000.00 Term (Months): 360 Interest Rate: 9.0000%

P&I: 1,689.71 PMI Company: Genworth Minnesota Housing Upfront Paid Mortgage Insurance (UPMI) Option? Yes No

Lock Expiration Date: 6/12/2019 SRP Percentage Selected: 1.5000%

FHA Case Number: Grant Amount:

Cancel Loan: Loan Cancellation Reason:

**Change Pricing** ☒

4. Click on the **ellipsis (...)** to open the **Product and Pricing Wizard**.

Loan Summary - Homeownership

Raspberry Beret & CBRaspberry CBBeret  
4000004818 | Registered **New**

Beret, Raspberry | CBBeret, CBRaspberry Add Application

Loan Information

Program: Start Up Product: Fannie HFA Preferred Purpose Type: Purchase

Loan Amount: 210,000.00 Term (Months): 360 Interest Rate: 9.0000%

P&I: 1,689.71 PMI Company: Genworth Minnesota Housing Upfront Paid Mortgage Insurance (UPMI) Option? Yes No

Lock Expiration Date: 6/12/2019 SRP Percentage Selected: 1.5000%

FHA Case Number: Grant Amount:

Cancel Loan: Loan Cancellation Reason:

**Change Pricing** ☐

5. Update the applicable loan information (i.e. Down Payment & Closing Cost Loan Information, PMI Company, FHA Case Number, and Mortgage Type).



6. Go to Product Validation screen and click the **Run Eligibility** button

**Note:** If relocking the loan is unsuccessful the status will show Float instead of New. Please continue the re-locking process until the status is **Locked**.

**Products And Pricing Wizard**

**Product Validation**

Wizard Navigation

- Client Selection
- Borrower Information - Homeowners
- Demographic Information
- Property & Loan Information - Home
- Product Validation**
- Pricing
- Rate Lock
- Product Selection

**Eligibility Criteria**

Mortgage Types

- ☒ Conventional
- ☐ FHA
- ☐ VA
- ☐ USDA/Rural Housing Service
- ☐ Portfolio

Terms

- ☐ 5 Year
- ☐ 10 Year
- ☐ 15 Year
- ☐ 20 Year
- ☐ 25 Year
- ☒ 30 Year

Lock Periods

- ☐ 15
- ☐ 30
- ☐ 45
- ☒ 60
- ☐ 90
- ☐ 120
- ☐ 180

Rate Types

- ☒ Fixed
- ☐ ARM

**Loan Information**

Borrower Goal:

Target Price:

Monthly Debt:

Monthly Income:

Annual Taxes:

Annual Insurance:

Monthly HOA:

Waive Escrows: ☐

**Loan Characteristics**

Assumable:

Demand Feature:

Finance Charge Refundable:

Convertible:

Late Charge:

Interest Only:

Prepay:

Construction:

Buydown:

**Run Eligibility**

Eligibility Results 3/3 \* Taxes and insurance not included on second lien loans.

☐ Only Show Selected

Sorting: PITI Rate APR Fees Cash to Close

- Valid Products (1/3)
- Conditionally Valid Products (0/3)
- Invalid Products (2/3)

Back Next Save and Exit Cancel

7. Review the eligibility results and correct any errors listed under the Invalid Products (click on the arrows next to the products to read errors).

**Products And Pricing Wizard**

**Product Validation**

Wizard Navigation

- Client Selection
- Borrower Information - Homeowners
- Demographic Information
- Property & Loan Information - Home
- Product Validation**
- Pricing
- Rate Lock
- Product Selection

**Eligibility Criteria**

**Run Eligibility**

Eligibility Results 3/3 \* Taxes and insurance not included on second lien loans.

☐ Only Show Selected

Sorting: PITI Rate APR Fees Cash to Close

- Valid Products (0/3)
- Conditionally Valid Products (0/3)
- Invalid Products (3/3)**

- ☐ Fannie HFA Preferred  
Guideline grid evaluation failed: Remove the FHA Case Number.
- ☐ Fannie HFA Preferred Risk Sharing
- ☐ Freddie HFA Advantage

8. Select the **Valid Product** by clicking the checkbox next to the valid product AND clicking the **Select** button.

Products And Pricing Wizard

**Product Validation**

Wizard Navigation

- Client Selection
- Borrower Information - Homeowners
- Demographic Information
- Property & Loan Information - Home
- Product Validation**
- Pricing
- Rate Lock
- Product Selection

Eligibility Criteria

Run Eligibility Cancel

Eligibility Results 1/1 \* Taxes and insurance not included on second lien loans.

Only Show Selected

Sorting: PITI Rate APR Fees Cash to Close

Valid Products (1/1)

Product	Rate	APR	Price	PITI*	Fees	Cash To Close	Buttons
<input type="checkbox"/> FHA	7.000%	7.0000%	101.5	\$1,980.47	\$612.45	\$20,787.50	Select View Pricing

Conditionally Valid Products (0/1)

Invalid Products (0/1)

**Note:** If changing products, a Confirmation Product Change box will appear. Select **Yes** to proceed.

**Confirm Product Change**

Changing the product from 'FHA' to 'Fannie HFA Preferred' will remove all pricing and lock information.

Continue?

Yes No

9. Navigate to the **Pricing** screen.
10. Verify the **Pricing Date** matches the date the loan was originally locked (**APOR Int Rate Set Date**). If the date is *correct*, go to Step b.
  - a. If date is *different*, click inside the **Pricing Date** box to select the correct date and **time** (after 10 a.m., before 8 p.m.). Once the corrected date is selected, click the **Refresh Pricing** button to populate the interest rate date.
  - b. Select the desired interest rate and click the **Next** button.

**Products And Pricing Wizard**

**Pricing**

Wizard Navigation

- Client Selection
- Borrower Information - Homeowners
- Demographic Information
- Property & Loan Information - Home
- Product Validation
- Pricing**
- Rate Lock
- Product Selection

Information on this screen is specific to the proposed record. Changes made will not reflect on the current record (if any).

**Selected Pricing**

	Interest Rate	Margin	Price
Base:	7.000 %	0.000 %	101.500
System Adjustments (1)	0.000 %	0.000 %	0.000
Manual Adjustments (0)	0.000 %	0.000 %	0.000
Total Adjustments:	0.000 %	0.000 %	0.000
Net:	7.000 %	0.000 %	101.500

**Current Loan Information**

Cash Due From Borrower:	\$20,787.50
Debt Ratio:	0.000 %
Interest Rate:	7.000 %
APR:	7.0000 %
APOR:	Not Set
HPML Limit:	Not Tested
HPCT Limit:	Not Tested
Points:	(1.500 %)
Dollar Amount:	(\$3,150.00)

APOR Int Rate Set Date: 4/13/2019 11:45 AM

Pricing Date: 4/14/2019 12:01 PM **Refresh Pricing**

**Pricing Details**

Interest Rate	Lock Period
7	60 Days
8	101.5
	102.5

**Next** **Save and Exit** **Cancel**

11. Navigate to the **Rate Lock** screen.
12. Verify the **Lock Effective Date** matches the date the loan was originally locked (**APOR Int Rate Set Date**, on **Pricing** screen). If the date is different, follow the instructions in “a” below.
  - a. If date is different, click inside the **Lock Effective Date** box to select the correct date.

The screenshot shows the 'Rate Lock' screen within the 'Products And Pricing Wizard'. The 'Wizard Navigation' pane on the left lists various steps, with 'Rate Lock' currently selected. The main area is divided into several sections: 'Loan Parameters', 'Proposed Lock Details', and a table for 'Interest Rate Margin Price'. In the 'Proposed Lock Details' section, the 'Lock Effective Date' is set to '4/14/2019 12:11 PM' and is highlighted with a red rectangular box. A red arrow points from the right towards this box. Other fields in this section include 'Lock Status', 'Lock Period (Days): 60', 'Lock Action' button, 'Reason:', 'Lock Expiration Date: 6/13/2019 12:11:03 PM', 'Total Days Extended: 0', 'Pricing Date: 4/13/2019 12:01:56 PM', 'Pricing Sheet Name: Startup Gov 30 Yr with Deferred', and 'Comments:'. The table at the bottom shows a base interest rate of 7.000% and a net rate of 7.000%.

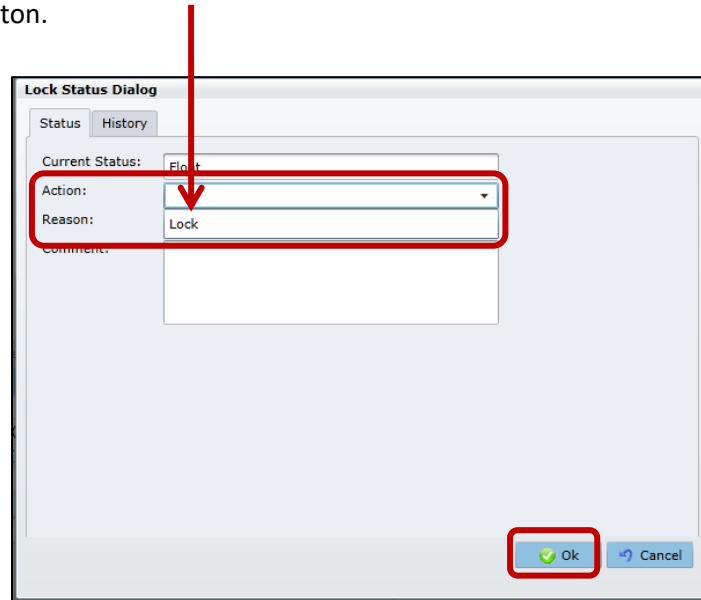
	Interest Rate	Margin	Price
Base:	7.000 %	0.000 %	101.500
System Adjustments (1)	0.000 %	0.000 %	0.000
Manual Adjustments (0)	0.000 %	0.000 %	0.000
Total Adjustments:	0.000 %	0.000 %	0.000
Net:	7.000 %	0.000 %	101.500
APR:	7.0000 %		

13. Click the **Lock Action** button.

This screenshot shows the same 'Rate Lock' screen, but with the 'Lock Action' button highlighted by a red rectangular box. A red arrow points from the top left towards this button. The 'Lock Effective Date' is now '4/13/2019 12:11 PM'. The 'Lock Expiration Date' remains '6/13/2019 12:11:03 PM'. The 'Lock Action' button is located below the 'Lock Period (Days): 60' field.

14. Click the **Action Box** and select **Lock**.

15. Click the **Ok** button.



16. Click **Save and Exit** to complete the Pricing change.

The screenshot shows the 'Products And Pricing Wizard' for 'Rate Lock'. The 'Wizard Navigation' pane on the left lists steps: Client Selection, Borrower Information - Homeowners, Demographic Information, Property & Loan Information - Home, Product Validation, Pricing, Rate Lock (selected), and Product Selection. The main area is divided into 'Current Lock Details' and 'Proposed Lock Details'. Both sections show fields for Lock Status, Lock Period (Days), Reason, Lock Effective Date, Lock Expiration Date, Total Days Extended, Pricing Date, Pricing Sheet Name, and Comments. Below these are tables for 'Interest Rate', 'Margin', and 'Price'. The 'Current Lock Details' table shows a 'Base' rate of 7.000%, a margin of 0.000%, and a price of 101.500. The 'Proposed Lock Details' table shows a 'Base' rate of 0.000%, a margin of 0.000%, and a price of 0.000. At the bottom right, the 'Save and Exit' button is highlighted with a red box.

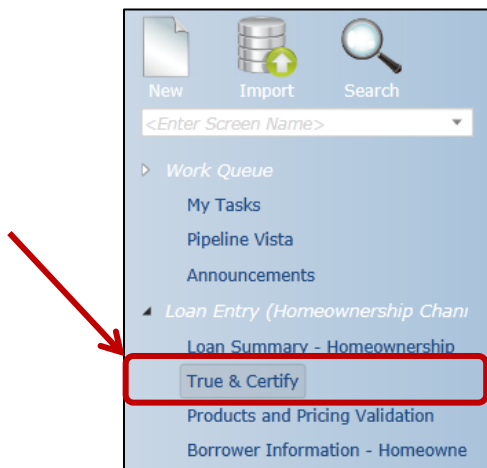
17. Lock Status is changed to **Locked**. If still showing **New** or **Float**, close the loan and open again and the status will update to Locked.



## True & Certify

**Note:** Before completing the True & Certify process, review all the data fields in the Loan Summary screen for accuracy and update/correct the data where necessary. Best practice is to have the closed loan file in front of you to verify all information entered in system matches the closed loan file. Complete the True & Certify screen *after* the loan has closed. Once this process has been completed you will no longer be able to make any updates. It's important to ensure that all information is accurate before completing the True & Certify process.

1. From the **Loan Summary** screen, navigate to the **True & Certify** screen.



2. Enter closed loan information on the right column of the screen.

**True & Certify**

Bugs Bunny  
4000003682 | Registered | Lock Extended

Bunny, Bugs Add Application

True & Certify

Program Pricing Displayed Below

Program: Start Up

Product: Fannie HFA Preferred

Lien Position: First

Locked Rate: 9.5000%

Term: 360

Lock Expiration Date: 3/12/2019

Down Payment & Closing Cost Loan Product: Monthly Payment Loan

Down Payment & Closing Cost Loan Locked Rate: 9.500%

Down Payment & Closing Cost Loan P&I: 194.10

[Interest Rate Exception Request](#)

By clicking on the "Approve" button below, I certify the following:  
All information provided in the Minnesota Housing commitment system is true and accurate.  
The data that has been entered in the system represents the final loan transaction as approved by the lender and reflected in the loan documents executed at closing.  
The loan is in compliance with all applicable Minnesota Housing manuals, policies, and procedures.  
All required documents have been executed.  
The loan is in compliance with all applicable laws and regulations.

Approve: ☐ True & Certify Date: mm/dd/yyyy

Certifier:

Reminder: you must upload your complete closed loan file within 48 hours of certifying your loan.

Enter Final Information below:

Close Date: 12/1/2018

First Payment Date: 2/1/2019

Maturity Date: 1/1/2049

Loan Amount:

Note Rate:

P&I:

Annual Program Eligibility (Minnesota Housing) Income: 60,000.00

Down Payment & Closing Cost Loan Amount: 15,000.00

Down Payment & Closing Cost Loan Note Rate:

Down Payment & Closing Cost Loan P&I:

**NOTE:** Best practice is to have the closed loan file in front of you to verify all information entered in the system matches the closed loan file.

3. Program eligibility income is pre-populated from what was entered in the system earlier. Verify the eligibility income is correct and update if needed.

Enter Final Information below:

Close Date	mm/dd/yyyy	18
First Payment Date	mm/dd/yyyy	18
Maturity Date	mm/dd/yyyy	18
Loan Amount		
Note Rate		
P&I		
Annual Program Eligibility (Minnesota Housing) Income	83,899.00	
Down Payment & Closing Cost Loan Amount		
Down Payment & Closing Cost Loan Note Rate		
Down Payment & Closing Cost Loan Note P&I		

The following fields will need to be completed:

- Close Date
- First Payment Date
- Next Payment Date
- Loan Amount
- NOTE Rate
- P&I
- Down Payment & Closing Cost Loan NOTE Rate
- Down Payment & Closing Cost Loan NOTE P&I

4. After updating the information on the screen, check the **Approve** box (the lender certifies the information entered is correct).

By clicking on the "Approve" button below, I certify the following:

All information provided in the Minnesota Housing commitment system is true and accurate.

The data that has been entered in the system represents the final loan transaction as approved by the lender and reflected in the loan documents executed at closing.

The loan is in compliance with all applicable Minnesota Housing manuals, policies, and procedures.

All required documents have been executed.

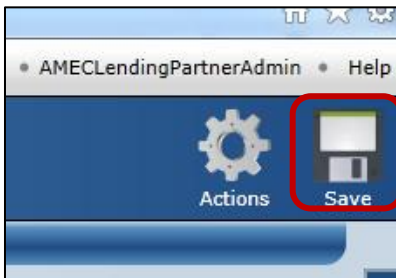
The loan is in compliance with all applicable laws and regulations.

**Approve** ☒ True & Certify Date mm/dd/yyyy 2

Certifier

**Reminder: you must upload your complete closed loan file within 48 hours of certifying your loan.**

5. Click **Save** in the upper right corner.



After clicking **Save**, the loan status will change to Lender Certified, the True & Certify Date populates, and the User's name is populated next to Certifier.

 A screenshot of the 'True & Certify' form in the Minnesota Housing system. The form is divided into two main sections: 'Program Pricing Displayed Below' on the left and 'Enter Final Information below:' on the right. The left section contains fields for Program (Start Up), Product (Fannie HFA Preferred), Lien Position (First), Locked Rate (8.5000%), Term (360), Lock Expiration Date (2/12/2019), Down Payment & Closing Cost Loan Product (Monthly Payment Loan), Down Payment & Closing Cost Loan Rate (8.500%), and Down Payment & Closing Cost Loan P&I (123.99). The right section contains fields for Close Date (12/14/2018), First Payment Date (2/1/2019), Maturity Date (1/1/2049), Loan Amount (215,000.00), Note Rate (8.5000%), P&I (1,653.16), Annual Program Eligibility (Minnesota Housing) Income (60,000.00), Down Payment & Closing Cost Loan Amount (10,000.00), Down Payment & Closing Cost Loan Note Rate (8.500%), and Down Payment & Closing Cost Loan Note P&I (123.99). Below these sections is a certification section with a checkbox for 'Approve' (checked), a 'True & Certify Date' field (12/14/2018), and a 'Certifier' field (Dewey Hafta). A red box highlights the 'Dewey Hafta' text, with a red arrow pointing to it. Another red box highlights a reminder at the bottom: 'Reminder: you must upload your complete closed loan file within 48 hours of certifying your loan.', with a red arrow pointing to it.

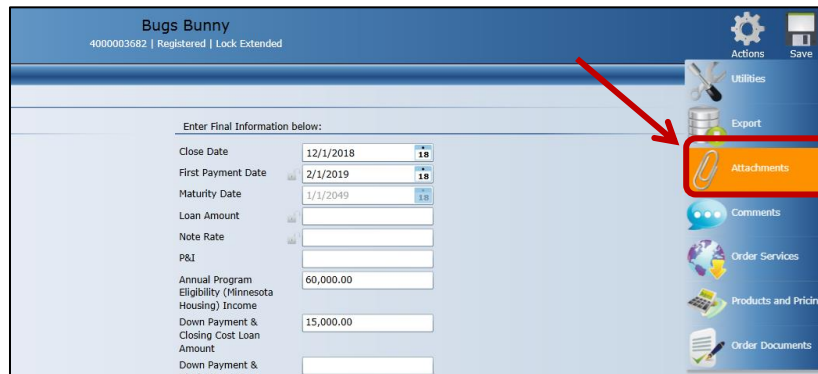
6. After completing the True & Certify process, upload the **entire** closed loan package and credit file to Minnesota Housing's Loan Commitment System. See **Attachments** section for document upload instructions.



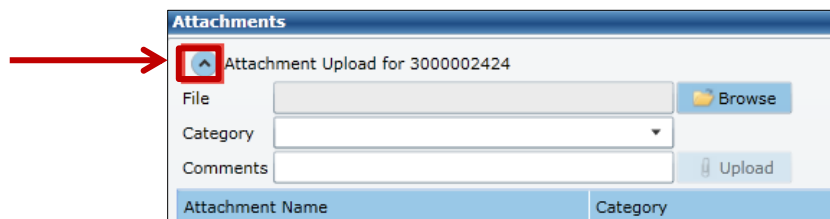
## Attachments

Follow the steps below to attach the closed loan file.

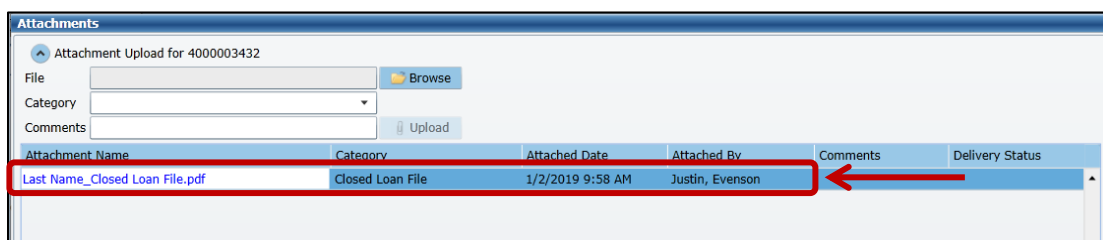
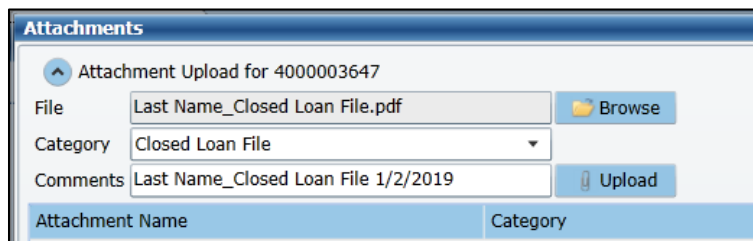
1. In the Actions menu, select **Attachments**.



2. The Attachments dialog displays. Click the **Attachments Upload** caret as shown.



3. Click the **Browse** button to select an attachment.
4. In the **Category** drop-down list, select **Closed Loan File**
  - a. Use this dropdown to attach the same loan package that US Bank requires.
5. You can enter a comment in the **Comments** field.
6. Click **Upload**. File will show under the attachments dialog box as shown below.




**Trailing Documents:** This category should be used for all trailing documents such as the Mortgage and Assignment and the Rehab Completion Certificate.

**Attachments**

Attachment Upload for 0000000001


File

Final Docs.pdf

 Browse


Category

Trailing Documents



Comments

Final Loan Package

 Upload

Attachment Name	Category
-----------------	----------

## How to Cancel a Loan

1. Open the loan.

The screenshot shows the 'Loan Summary - Homeownership' page for a user named Homer Simpson (ID: 4000005411). The page is divided into a left sidebar and a main content area. The sidebar contains a search bar and a list of links. The main content area displays loan information and options to cancel or change pricing.

**Left Sidebar:**

- New
- Import
- Search
- <Enter Screen Name>
- Work Queue
- My Tasks
- Pipeline Vista
- Announcements
- Loan Entry (Homeownership Channel)
- Loan Summary - Homeownership** (highlighted with a red box and a red arrow)
- True & Certify
- Products and Pricing Validation
- Borrower Information - Homeownership
- Demographic Information
- Property & Loan Information - Homeownership
- Fee Detail
- Dates
- Mortgagors
- Document Tracking
- Service Information
- Underwriting Conditions
- Quality Control
- Lock Extensions

**Main Content Area:**

**Loan Information**

Program	Start Up	Product	Fannie HFA Preferred	Purpose Type	Purchase
Loan Amount	150,000.00	Term (Months)	360	Interest Rate	4.6250%
P&I	771.21	PMI Company		Minnesota Housing Upfront Paid Mortgage Insurance (UPMI) Option?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Lock Expiration Date	9/17/2019	SRP Percentage Selected	1.5000%		
FHA Case Number		Grant Amount			
Cancel Loan	<input type="checkbox"/>	Loan Cancellation Reason			
Change Pricing	<input type="checkbox"/>				

**Down Payment & Closing Cost Loan Information**

Down Payment & Closing Cost Loan Indicator: ☐ Yes ☒ No

Down Payment & Closing Cost Loan Product:

Down Payment & Closing Cost Loan Amount:

Down Payment & Closing Cost Loan Term:

Down Payment & Closing Cost Loan Rate Type:

2. Click the **Cancel Loan** check box.
3. Select a **Loan Cancellation Reason** from the drop-down list.
4. Click on the **Save** button to cancel loan.

The screenshot shows the 'Loan Summary - Homeownership' page with the 'Cancel Loan' checkbox checked and the 'Loan Cancellation Reason' dropdown menu open. The 'Save' button is highlighted in the top right corner.

**Cancel Loan** ☒

**Loan Cancellation Reason**

- Income Eligibility
- Income Eligibility
- Borrower went to a different lender
- Property fell through
- Other
- Borrower Rescinded After Purchase
- Lock Expired
- Lender Retained - Cancel

**Save** (highlighted with a red box and a red arrow)

5. The Loan will be listed as Cancelled at top of the screen.

The screenshot shows the top of the screen with the user name 'Homer Simpson' and the status 'Cancelled' highlighted with a red box.

**Homer Simpson**  
4000005411 **Cancelled** Locked

## How to Extend a Rate Lock

1. Open the loan.
2. Navigate to the **Pricing Wizard** by clicking the **ellipsis**.

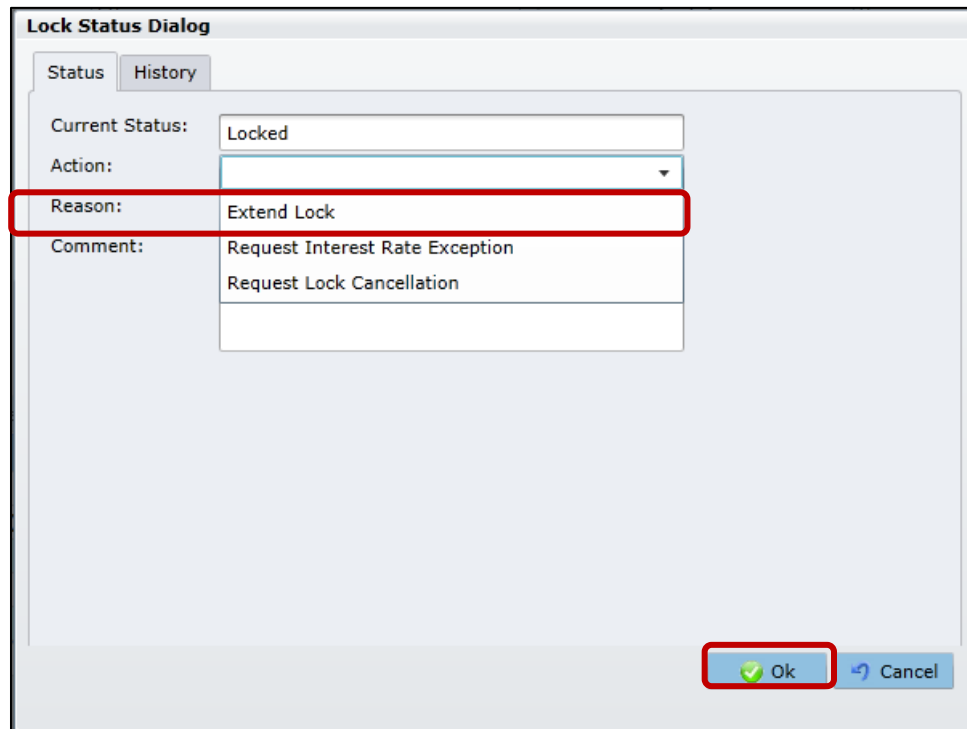
The screenshot shows the 'Loan Summary - Homeownership' interface for user 'Homer Simpson'. The 'Loan Information' section includes fields for Program (Start Up), Product (Fannie HFA Preferred), Loan Amount (150,000.00), Term (360), P&I (771.21), PMI Company, Lock Expiration Date (9/17/2019), SRP Percentage Selected (1.5000%), and Purpose Type (Purchase). A red arrow points to an ellipsis button next to the Product field. The 'Down Payment & Closing Cost Loan Information' section includes checkboxes for 'Down Payment & Closing Cost Loan Indicator' and 'Down Payment & Closing Cost Loan Rate Type'.

3. Select **Rate Lock** from the left side of the screen.
4. Click the **Lock Action** button.

The screenshot shows the 'Products And Pricing Wizard' interface. The left sidebar has a 'Rate Lock' option highlighted with a red box. The 'Current Lock Details' section shows 'Lock Status: Locked' and 'Lock Period (Days): 14'. A red arrow points to the 'Lock Action' button. The 'Proposed Lock Details' section shows 'Lock Status: 0' and 'Lock Period (Days): 0'. Both sections include fields for 'Lock Effective Date', 'Lock Expiration Date', 'Total Days Extended', 'Pricing Date', 'Pricing Sheet Name', and 'Comments'. Below these sections are two tables showing 'Interest Rate', 'Margin', and 'Price' for 'Base', 'System Adjustments', 'Manual Adjustments', 'Total Adjustments', and 'Net'.

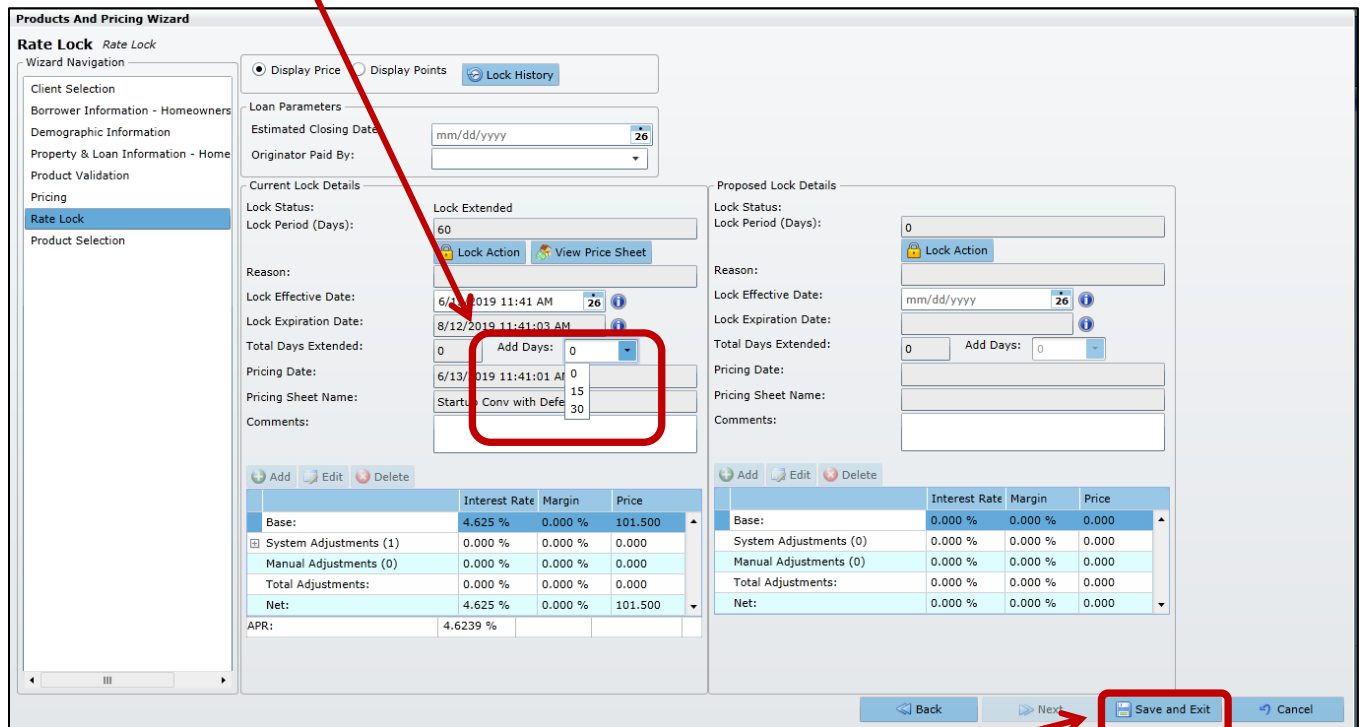
	Interest Rate	Margin	Price
Base:	7.000 %	0.000 %	101.500
System Adjustments (1)	0.000 %	0.000 %	0.000
Manual Adjustments (0)	0.000 %	0.000 %	0.000
Total Adjustments:	0.000 %	0.000 %	0.000
Net:	7.000 %	0.000 %	101.500
APR:	7.0000 %		

5. The Lock Status dialog box will appear and from the drop down, select **Extend Lock** and click **Ok**.



The Lock Status Dialog box is shown with the 'Status' tab selected. The 'Current Status' is 'Locked'. The 'Action' dropdown is empty. The 'Reason' dropdown is highlighted with a red box and contains the option 'Extend Lock'. The 'Comment' field contains the text 'Request Interest Rate Exception' and 'Request Lock Cancellation'. The 'Ok' button is highlighted with a red box.

6. Choose either 15 or 30 day lock extensions from the **Add Days** drop down.



The Products And Pricing Wizard - Rate Lock screen is shown. The 'Rate Lock' tab is selected. The 'Current Lock Details' section shows 'Lock Status: Lock Extended' and 'Lock Period (Days): 60'. The 'Add Days' dropdown is highlighted with a red box and contains the options '15' and '30'. The 'Proposed Lock Details' section shows 'Lock Status: 0' and 'Lock Period (Days): 0'. The 'Save and Exit' button is highlighted with a red box.

7. After you select your Lock extension period, click **Save and Exit**.

8. Once the lock has been successfully extended the lock status will update to **Lock Extended**.



## How to add more than two borrowers to a loan transaction

**Note:** You can add additional borrowers when you create a loan or later in the process.

1. Open the loan and navigate to the borrower information screen via the **ellipses (...)**.

The screenshot shows the 'Loan Summary - Homeownership' screen. The 'Loan Information' section includes fields for Program (Start Up), Product (Freddie HFA Advantage), Loan Amount (299,000.00), Term (Months) (360), P&I (1,582.33), PMI Company (Essent Guaranty, Inc. - Essent), Interest Rate (4.8750%), Lock Expiration Date (8/16/2019), SRP Percentage Selected (2.5000%), FHA Case Number, Grant Amount (1,500.00), Cancel Loan, Loan Cancellation Reason, Change Pricing, and Down Payment & Closing Cost Loan Information. The 'Down Payment & Closing Cost Loan Information' section includes fields for Down Payment & Closing Cost Loan Indicator (Monthly Payment Loan), Down Payment & Closing Cost Loan Amount (12,000.00), Down Payment & Closing Cost Loan Product (Fixed), Down Payment & Closing Cost Loan Term (120), Down Payment & Closing Cost Loan Rate Type (4.875%), and Down Payment & Closing Cost Loan P&I (126.55). A red arrow points to the ellipsis (...) next to the Purpose Type field.

2. Navigate to the **Borrower Information** screen.
3. Check the box as shown below to add more than two borrowers to a loan.

The screenshot shows the 'Borrower Information - Homeownership' screen. The 'Borrower Information' section includes fields for First Name (Edwin), Middle Name, Last Name (Wiggins), Name Suffix, SSN (111-11-1111), Marital Status (Married), First Time Home Buyer (Yes), Will Occupy Subject Property (Yes), Date of Birth (6/14/1988), Homebuyer Education Date (mm/dd/yyyy), TransUnion (740), Experian (750), Equifax, Borrower Credit Score (740), and No Credit Score. The 'Credit Score (All Borrowers)' field shows 740. A red arrow points to the checkbox 'Check this box if there are more than two borrowers. Add an application for those additional borrowers from the loan summary screen.' which is checked. Another red arrow points to the 'Save and Exit' button.

4. Click the **Save and Exit** button to create the additional screen to add more borrowers.

5. Click on **Add Application** while on the Loan Summary screen.

The screenshot shows the 'Loan Summary - Homeownership' screen for Edwin Wiggins & Lisa Wiggins. The 'Add Application' button is highlighted with a red box and a red arrow pointing to it from the instruction above.

6. Click on **No Name** and open the **Wizard (...)**.

The screenshot shows the 'Loan Summary - Homeownership' screen. Two red arrows point to the 'No Name' button and the 'Wizard (...)' button, both of which are highlighted with red boxes.

7. Navigate to the **Borrower Information** screen.
8. You can enter one or two additional borrowers.
- Complete the remaining fields:**
- Borrower Information – Homeownership
  - Demographics
9. Once completed click **Save and Exit**.

The screenshot shows the 'Products And Pricing Wizard - Borrower Information - Homeownership' screen. The 'Save and Exit' button is highlighted with a red box and a red arrow pointing to it from the instruction above.



10. You can see two additional borrowers were added.

The screenshot shows the 'Loan Summary - Homeownership' interface. At the top, the user is identified as 'Edwin Wiggins & Lisa Wiggins' with ID '4000005698' and status 'Registered | Locked'. Below this, a navigation bar contains two borrower entries: 'Wiggins, Edwin | Wiggins, Lisa' and 'Anderson, Milhouse | Simpson, Lisa'. The second entry is highlighted with a red box, and a red arrow points to it from the text above. The main area displays loan information for the selected borrower, including Program (Start Up), Loan Amount (203,600.00), Term (Months) (360), Purpose Type (Purchase), Interest Rate (9.0000%), P&I (1,638.21), PMI Company, Lock Expiration Date (10/28/2019), SRP Percentage Selected (1.5000%), FHA Case Number (0), Grant Amount, and options to Cancel Loan or Change Pricing.

All borrower names will appear on the Loan Summary screen:

This screenshot shows the same 'Loan Summary - Homeownership' interface, focusing on the navigation bar. Four red arrows point to the borrower names: 'Wiggins, Edwin | Wiggins, Lisa', 'Anderson, Milhouse | Simpson, Lisa', and the 'Add Application' button. The user information 'Edwin Wiggins & Lisa Wiggins' and ID '4000005698' are also visible.